

Office of the Principal  
**HALDIA INSTITUTE OF TECHNOLOGY**  
(An Institution of ICARE)

No. HIT/(OR)/ 973/2019

Dated : 19-11-2019

**OFFICE ORDER**

As approved by the competent authority, placed below the constitution / reconstitution of various Academic and Administrative Committees of the Institute with immediate effect, for functioning of day to day activities effectively:-

**Internal Quality Assurance Cell (IQAC)**

Director/Principal	-	Chairman
Vice Chairman	-	Member (Society)
Mr. Asish Lahiri	-	Member (Local Society)
Mr. Apurba Kr. Bhattacharya	-	Member (Industry)
<i>Sr. Manager (Process), Lindey India Ltd.</i>		
Deans/HODs	-	Members
Registrar	-	Member
Finance Manager	-	Member
Mr. Debadatta Ghosh	-	Member
Mr. Susmit Maity	-	Member
Dr. Debasis Das	-	Member (Alumni)
Ms. Aparajita Jana, CSE	-	Member (Student)
Prof. Tarun Kanti Jana, Dean, SE-	-	Convener

**Examination Committee**

Principal	-	Chairman
Prof. A.B. Maity, Dean, SASH-	-	Member
Registrar	-	Member
Prof. Subhankar Joardar, CSE	-	Member
Sri Gourab Chatterjee, FT	-	Member
Dr. Arunangshu Giri, MBA	-	Member
Dr. Debasis Das, Manager-Admn-	-	Member
Dr. Soma Mishra, Dy. COE	-	Member
Mrs. Arpita Majumdar, CSE	-	Member
Controller of Examinations	-	Convener

**Grievance Redressal Committee (Other than Sexual Harassment)**

Principal	-	Chairman
Prof. R. Das, Dean, SCFB	-	Member
HODs/TICs	-	Member
Dr. Mihir Baran Bera, AS	-	Member
Dr. Sumita Das, FT	-	Member
The Provost (Hostels)	-	Member
Manager-Admn	-	Member
Prof. Tarun Kr. Ghosh, CSE	-	Convener

**Library Committee**

Principal	-	Chairman
All Deans	-	Member
Registrar	-	Member
All HODs/TICs	-	Members
Librarian	-	Convener

**Free Studentship Committee**

Registrar	-	Chairman
HODs/TICs	-	Member
Finance Manager	-	Member
Students Welfare Officer	-	Member
Prof. Partha Pratim Das	-	Convener

**Internal Complain Committee**

**(Previously as Anti-Sexual Harassment Committee)**

Prof. Suvroma Gupta, BT	-	Chairman
Ms. Subhra Das, Repr. from NGO	-	Member
Mrs. Sarbari Samanta, AS	-	Member
Mrs. Sanchita Saha, CSE	-	Member
Students Counselors	-	Members
Administrative Officer	-	Member
Ms. Abantika Mishra, Student	-	Member
Ms. Aparajita Jana, Student	-	Member
Sri Sagnik Mitra, Student	-	Member
Dr. Meenakshi Dey	-	Convener

**Purchase Committee**

Vice Chairman, HIT	-	Chairman
Secretary, HIT	-	Member
Principal	-	Member
Registrar	-	Member
Finance Manager	-	Member
HODs/TICs [ <i>as and when required</i> ]	-	Member
Manager-Administration	-	Convener

**Training & Placement Committee**

Principal	-	Chairman
Deans	-	Member
Registrar	-	Member
HODs/TICs	-	Member
Mr. Susmit Maity, GM (T&P)	-	Convener

**R&D Monitoring Committee**

Director/Principal	-	Chairman
Deans	-	Member
Registrar	-	Member
Finance Manager	-	Member
PI/Co-PI of concerned Project	-	Member (Invitee)
Dr. Soumitra Kar, AS	-	Convener

**Industry Institute Partnership Cell**

Director	-	Chairman
Principal	-	Member
Registrar	-	Member
HODs/TICs	-	Member
Mr. Susmit Maity, GM (T&P)	-	Member
Mr. Debadatta Ghosh, Incharge-IIPC	-	Convener



**Students Welfare Committee**

Dean, Students Welfare	-	Chairman
Registrar	-	Member
Prof. Sunil Baran Kuila, CHE	-	Member
Dr. Rajib Kumar Dubey, Provost	-	Member
Dr. Subhankar Joardar, CSE	-	Member
Dr. Mihir Baran Bera, AS	-	Member
Dr. Pijus Kanti Khatua, AS	-	Member
Mr. Debadatta Ghosh, Incharge, IIPC-	-	Member
Dr. Shreyashi Santra Mitra, CE	-	Member
Dr. Gourisankar Roymahapatra, AS	-	Member
Ms. Sanchita Saha, CSE	-	Member
Ms. Bipasha Biswas, MCA	-	Member
Ms. Banani Ghose, IT	-	Member
Dr. Jagannath Samanta, ECE	-	Member
Sri Santanu Maity, ECE	-	Member
Mr. Tilak Raj Maity, BT	-	Member
Ms. Sumana Mandal, AS	-	Member
Sri Nayan Manna, EE	-	Member
Manager-Administration	-	Member
Students Counsellors	-	Member
Students Welfare Officer	-	Member
Programme Officer	-	Member
Mrs. Sanchita Dey, PS to Director	-	Member
Sri Sakti Pada Maity, Accountant	-	Member
Sri Arunava Adhikary, Warden (Hostel)	-	Member
Sri Amit Chakraborty, PRO	-	Member
Sri Chandrakanta Tripathy, Supervisor	-	Member
Sri Saikat Tiary, Supervisor	-	Member
Sri Dipak Panda, Supervisor	-	Member
Sri Gurupada Maiti	-	Member
(Coordinator – Centre of Art and Culture)		
Mr. Bulbul Chowdhury,	-	Member
(Asst. Coordinator)		
4 senior students from		
each branch [incl. one girl student]	-	Members
Dr. Somak Jyoti Sahu, CHE	-	Convener

**Disciplinary Committee**

Prof. A.B. Maity, Dean, SASH	-	Chairman
All Deans	-	Members
HODs/TICs	-	Members
Dr. R. N. Jana, CHE	-	Member
Dr. Tarun Kr. Ghosh, CSE	-	Member
Manager-Administration	-	Member
Dr. Rajib Kumar Dubey, Provost	-	Member
Prof. Dilip Kumar Dey, EE	-	Convener

**Committee for HRD Centre**

Principal	-	Chairman
Deans	-	Members
Registrar	-	Member
HODs/TICs	-	Members
Mr. Debadatta Ghosh, Incharge, IIPC	-	Member
Mr. Susmit Maity, GM (T&P)	-	Convener

**Committee for Academic Development Centre**

Principal	-	Chairman
Deans	-	Members
Registrar	-	Member
HODs/TICs	-	Members
Dr. Anupam De, Applied Science	-	Convener

**Publication Committee**

Prof. Bikash Bepari, Dean, SW	-	Chairman
Prof. A. B. Maity, SASH	-	Member
Dr. Anjan Mishra, Registrar	-	Member
Dr. Meenakshi Dey, AS	-	Member
Dr. Arunangshu Giri, MBA	-	Member
Mr. Tirthadip Sinha, ECE	-	Member
Dr. Anupam De, AS	-	Member
Dr. Biswajit Mandal, CHE	-	Member
Dr. Jyoti Doley, AS	-	Member
Mrs. Sanchita Saha, CSE	-	Member
Prof. Chanchal Kumar De, ECE	-	Convener

**Qtr. Allotment Committee**

Registrar	-	Chairman
CEO, ICARE	-	Member
Sri Asim K. Jana, ECE	-	Member
Sri Apratim Mitra, MCA	-	Member
Dr. Suparna Rana, AS	-	Member
Dy. Registrar	-	Member
Manager-Administration	-	Convener

**Hostel Administrative Committee**

Dean, Students Welfare	-	Chairman
Estate Officer	-	Member
Sr. Administrative Officer	-	Member
Administrative Officer	-	Member
Students Counselor	-	Member
Students Welfare Officer	-	Member
Hostel Supdt(s)	-	Member
Warden (Hostels)	-	Member
Dr. Rajib Kumar Dubey, Provost	-	Convener



**Entrepreneurship Development Cell [EDC]**

Director/Principal	-	Chairman
Heads of the Departments	-	Members
Dr. Arunangshu Giri, MBA	-	Member
Dr. Shuvendu Chakraborty, AS	-	Member
Mr. Subhabrata Barman, CSE	-	Member
Dr. Debasis Das Adhikary, ME	-	Member
Dr. Dipak Kumar Jana, AS	-	Member
Mr. Debadatta Ghosh, IIPC	-	Convener

**Committee for Community Development Programme**

Director/Principal	-	Chairman
Deans	-	Member
Registrar	-	Member
HODs/TICs	-	Member
Finance Officer	-	Member
Dr. Rajib Kumar Dubey, Provost	-	Member
Students Welfare Officer	-	Member
Programme Officer	-	Member
Administrative Officer	-	Member
Dr. Pijus Kanti Khatua, AS	-	Convener

**Alumni Committee**

Principal	-	Chairman
Prof. Sunil Baran Kuila, COE	-	Member
Sri Soarabh Kr. Mondal, AEIE	-	Member
Dr. Sandip Kr. Ojha, EE	-	Member
Ms. Tanushree Ghosh, FT	-	Member
Sri Bimalendu Mandal, CE	-	Member
Mrs. Wendrila Biswas, MBA	-	Member
Ms. Kankana Dutta, MCA	-	Member
Sri Palash Roy, CSE	-	Member
Ms. Sanchita Saha, CSE	-	Member
Ms. Moumita Mantri, IT	-	Member
Ms. Ahana Bhaduri, BT	-	Member
Mr. Sanjoy Naskar, ME	-	Member
Mr. Dipak Samanta, ECE	-	Member
Mr. Santanu Maity, ECE	-	Member
Sri Mainak Chakraborty, T&P	-	Member
Sri Snehasis Kr. Karan, MCA	-	Member
Dr. Somak Jyoti Sahu, CHE	-	Secretary
Dr. Debasis Das, Manager-Admn	-	Convener

**Anti Tobacco Cell**

Prof. Radha Das, CHE	-	Chairperson
Dr. Sibaprasad Maity, AS	-	Member
Mr. Asim Kumar Jana, ECE	-	Member
Mr. Asim Halder, AEIE	-	Member
Mr. Premjit Kar, CHE	-	Member
Mr. Anjan Kumar Kundu, SWO	-	Convener

**Committee for SC/ST**

Principal	-	Chairman
Dr. (Mrs.) Keya Sau, BT	-	Member
Dr. Bipradas Bairagi, PE	-	Member
Ms. Alpana Barman, EE	-	Member
Sk. Aminul Islam, ASWO	-	Member
Mr. Subhas Ch. Das, Prog. Officer	-	Member
Dr. Sibaprasad Maity, AS	-	Convener

**Sports Committee**

Dean, Students Welfare	-	Chairman
Sri Sabyasachi Tripathi, ICARE	-	Member
Sri Shatadru Sengupta, MCA	-	Member
Sri Goutam Das, EE	-	Member
Dr. Dipak Kumar Jana, AS	-	Member
Dr. Pijush Kanti Khatua, AS	-	Member
Dr. Sudip Das, BT	-	Member
Dr. Atanu Kuila, AS	-	Member
Dr. Anupam De, AS	-	Member
Sri Kunal Banerjee, PE	-	Member
Mr. Manasija Bhattachayra, IT	-	Member
Mr. Dipak Samanta, ECE	-	Member
Mr. Sourav Kr. Das., EE	-	Member
Mr. Bidesh Chakraborty, CSE	-	Member
Dr. Rajib Kr. Dubey, AS	-	Member
Manager-Administration	-	Member
Administrative Officer	-	Member
Sri Asish Kr. Boyal, Asst. Store Officer	-	Member
Sri Arunava Adhikary, Warden	-	Member
Sri Santanu Maity, ME	-	Member
Sri Bivas Giri, Supervisor	-	Member
Sri Joydeb Maity, ME	-	Member
Sri Milan Bera, CSE	-	Member
Sri Tapan Kumar Bag, Addl. Sports Officer	-	Member
Sri Subir Muhuri, Sports Asst.	-	Member
Sri Subhashis Pramanik, GA	-	Member
Sri Santanu Midya, GA	-	Member
2 boys and 2 girls students (preferably University players)	-	Members
Ms. Madhumita Batul, Sports Officer	-	Convener

**Admission Committee**

Registrar	-	Chairman
All HODs/TICs	-	Member
Asst. Administrative Officer	-	Member
Manager-Administration	-	Convener

It is mandatory to conduct meetings regularly or as applicable in exigency of the Institute. The Convener of the Committee is required to submit a report of compliance to the Director/Principal/Registrar to that effect.

All concerned are to note and act accordingly.

Sd/- Principal  
Haldia Institute of Technology

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Copy forwarded for information & necessary action to :

- 1) The Hon'ble Chairman – for his kind information, please.
- 2) The Vice Chairman
- 3) The Secretary
- 4) The Director
- 5) All Deans \_\_\_\_\_
- 6) The Registrar
- 7) All HODs/TICs \_\_\_\_\_
- 8) The Finance Manager
- 9) The Controller of Examinations
- 10) The GM, Trg. & Placement
- 11) The Incharge, IIPC
- 12) All the Conveners \_\_\_\_\_ with the request to note and act accordingly.
- 13) The Provost (Hostels)
- 14) The Manager-Administration
- 15) The System Manager
- 16) The Dy. Controller of Examinations
- 17) The Librarian
- 18) The Students Welfare Officer
- 19) The Students Counselors
- 20) The PS to Director
- 21) The PS to Principal
- 22) Registrar Section (Committee file)
- 23) Office file

  
Principal

Haldia Institute of Technology